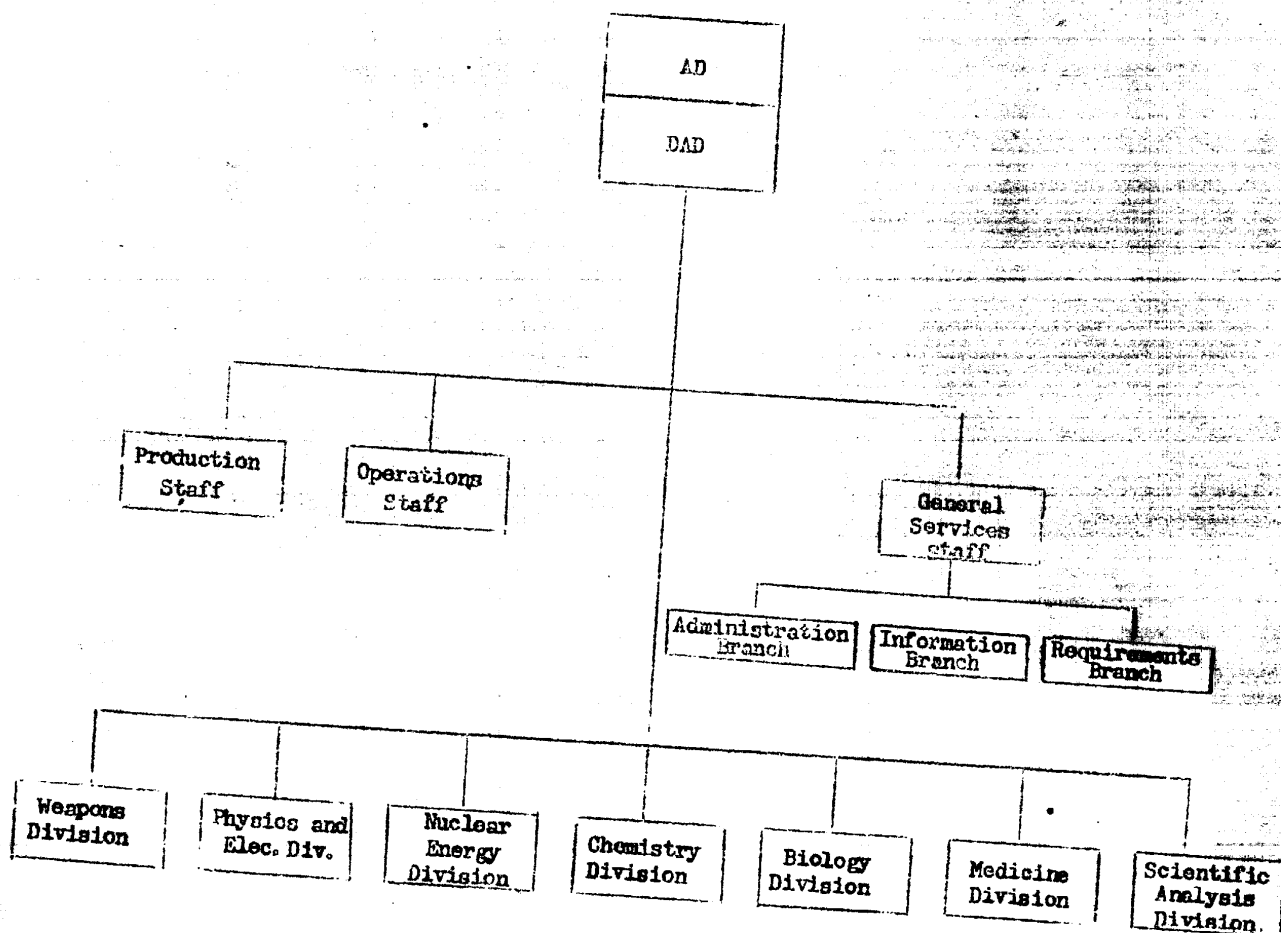


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OFFICE OF SCIENTIFIC INTELLIGENCE

Functions and Responsibilities

Deputy Assistant Director

I. Mission:

The Deputy Assistant Director, SI, will serve as Assistant Director, SI, in the absence of that official; assist and advise the Assistant Director in the over-all coordination of Office activities; plan, direct, and coordinate work of the Staff; and insure that decisions of the AD are transmitted and executed.

II. Functions:

The Deputy Assistant Director shall:

- A. Serve as Assistant Director, SI, in the absence of that official.
- B. Advise and assist the AD in the over-all coordination of Office (OSI) activities.
- C. Formulate and announce policies for the general operation of the Staff.
- D. Direct and coordinate the work of the Staff.
- E. Keep the Assistant Director informed on all important activities affecting the Office.
- F. Transmit decisions of the AD to appropriate Staff Offices and/or Substantive Divisions.
- G. Insure that all instructions, regulations and procedures established for the Office are in accord with the policies and plans of the DCI, DD/I and AD/SI.
- H. With the assistance of the Staff, see that the orders and instructions of the DCI, DD/I, and AD/SI are executed.
- I. Insure the establishment of liaison, where appropriate, with higher authority; other CIA offices on the same level; other government agencies and departments;

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J. Perform other duties as directed by the Assistant Director, SI.

Operations Staff

I. Mission:

The Chief, Operations Staff, will be responsible for advising and assisting the Deputy Assistant Director, SI, in the formulation of policy and the coordination and execution of plans pertaining to scientific intelligence support; and for operational matters related to scientific intelligence within the functional cognizance of OSI.

II. Functions:

Acting for the Deputy Assistant Director, SI, the Chief, Operations Staff, shall:

- A. Formulate policy and establish general procedures for guidance of the Office in matters pertaining to collection through established Agency channels of scientific intelligence and intelligence information and their priorities.
- B. Formulate operational policies and procedures, and have general staff supervision over their implementation by the Office, on matters pertaining to liaison, negotiations, and/or support of:
 - 1. The DD/P area of the Agency, Office of Intelligence Coordination, Office of Operations, and the Office of Research and Reports. On production matters coordination will be effected with the Chief, Production Staff.

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- C. Formulate operational policies and procedures and have general staff supervision over their implementation by the Office, on matters pertaining to:

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2. Foreign travel of OSI personnel.
 3. Exploitation of open foreign literature dealing with scientific and technical information,
 4. Development of scientific techniques and methods relating to the intelligence process, to be employed by OSI.
- D. Perform other duties as directed.

Production Staff

I. Mission:

The Chief, Production Staff, will be responsible for advising and assisting the Deputy Assistant Director, SI, in the formulation of policy and the coordination, and execution of plans pertaining to the production of scientific intelligence.

II. Functions:

Acting for the Deputy Assistant Director, SI, the Chief, Production Staff, shall:

- A. Formulate policies and procedures and have general staff supervision over their implementation by the Office, on matters pertaining to:
 1. Recommendations for the establishment of the national scientific foreign intelligence objectives and their priorities, within the framework of the national intelligence objectives.
 2. Establishment of Office intelligence production objectives, programs, and priorities, insuring conformance with national scientific intelligence objectives.
 3. Allocation of production responsibilities and their priorities to substantive Divisions.
 4. Coordination and implementation of production agreements with other government agencies and departments as required to fulfill the Office production program.

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5. Dissemination through established Agency channels of OSI papers and publications to other offices of CIA; other government intelligence organizations; such other government non-intelligence organizations as RDB, WSEG, and NSRB; and foreign governments.
 6. Scientific and technical intelligence briefings.
- B. Formulate general procedures and manuals for office guidance and provide necessary support to the substantive divisions on matters pertaining to editorial review and preparation for reproduction of OSI intelligence reports, papers and other publications.
 - C. Coordinate and supervise the production activities of the Office on Chapter VII of the National Intelligence Survey, in accord with the over-all production schedule established for this Chapter by the NIS Committee and the SIC.
 - D. Provide liaison with, and support for, the Office of National Estimates and the Office of Current Intelligence.
 - E. Provide the secretariat for the SIC.
 - F. Perform other duties as directed.

General Services Staff

I. Mission:

The Chief, General Services Staff, will be responsible to the Deputy Assistant Director, SI, for providing administrative, management, and personnel services to all components of the Office of Scientific Intelligence.

II. Functions:

Acting for the Deputy Assistant Director, SI, the Chief, General Services Staff, shall:

- A. Formulate administrative, management and personnel policies.
- B. Develop O/SI administrative procedures and supervise their implementation.
- C. Plan, coordinate, and supervise all activities pertaining to:
 1. Personnel transactions.

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2. Budget and fiscal matters.
 3. Furnishing of office space, supplies and equipment.
 4. Domestic and foreign travel arrangements.
 5. Training programs and activities.
- D. Supervise Office files and operate internal office information control activity.
- E. Serve as Security Officer for the Office, administering necessary security control procedures, arranging for physical security checks and inspections, and insuring compliance with Agency security regulations.
- F. Maintain direct working liaison and negotiations with OOD and with the administrative offices of CIA in order to obtain necessary support and insure conformity with Agency policy.
- G. Operate the Office intelligence requirements and liaison clearance activities under general policies formulated by the Chief, Operations Staff.
- H. Perform other duties as directed.

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